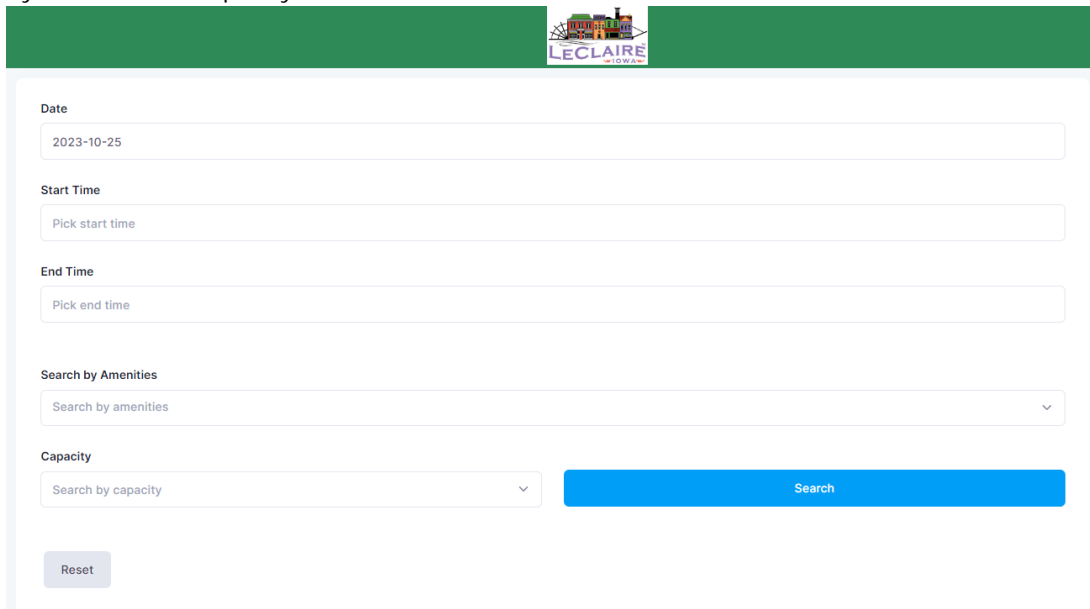


NEW FOR NOVEMBER: Book our community & study rooms online!

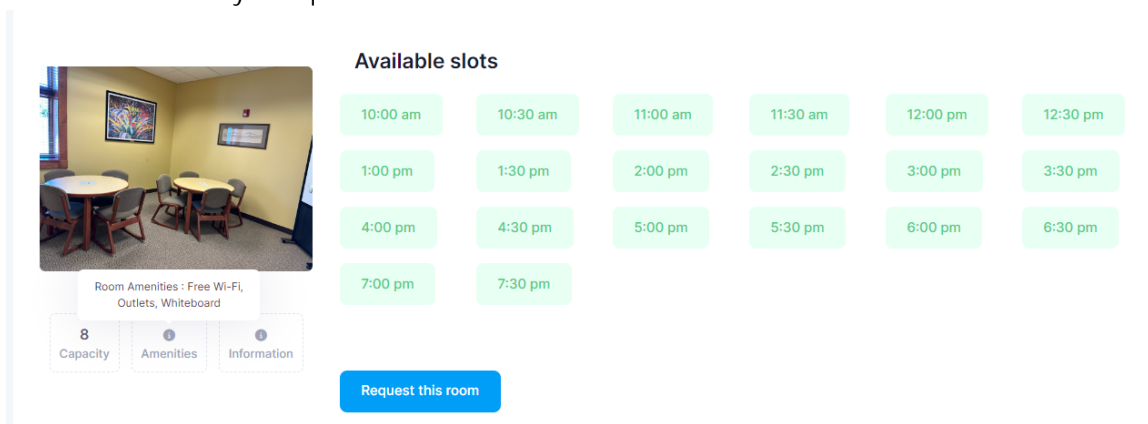
Thanks to a new software feature provided by the State Library of Iowa, there's a new way to book any of our 3 study rooms and our community room. You can still do it on a walk-in basis or call ahead and have us book you in, but now you could also do it yourself.

Here's how it works:

1. On our website – leclairerlibrary.org – look for the button that says “Book a Room”. Or, straight from your browser, go to <https://leclairer-ia.whofi.com/spaces/>.
2. Once there, you'll first see some fields where you can select a specific date and time, or search by amenities or capacity.



3. If you scroll down, you can see all the rooms we have available, their free time slots, and how many people they fit. You can also hover over the “i” icons to see details of each room's amenities and other information about it. Once you've decided which room to reserve, click the blue button that says “request this room”.



Available slots

10:00 am	10:30 am	11:00 am	11:30 am	12:00 pm	12:30 pm
1:00 pm	1:30 pm	2:00 pm	2:30 pm	3:00 pm	3:30 pm
4:00 pm	4:30 pm	5:00 pm	5:30 pm	6:00 pm	6:30 pm
7:00 pm	7:30 pm				

Room Amenities: Free Wi-Fi, Outlets, Whiteboard

8 Capacity Amenities Information

Request this room

4. On the next screen, you again see the room's picture, capacity, amenities, and other information. On the right-hand side, specify your date and time. Once you do, the details will be added underneath the time slots, and a “book” button.

Study Room 2

Room Capacity
4

Room Amenities
Free Wi-Fi, Outlets, Whiteboard

Information
[<< Go Back](#)

Selected Date
October 25 2023

Available slots

10:00 am	10:30 am	11:00 am	11:30 am	12:00 pm
12:30 pm	1:00 pm	1:30 pm	2:00 pm	2:30 pm
3:00 pm	3:30 pm	4:00 pm	4:30 pm	5:00 pm
5:30 pm	6:00 pm	6:30 pm	7:00 pm	7:30 pm

- When your date and time is correct, click the “Book” button. New fields will appear on the same page.

Study Room 2

Room Capacity
4

Room Amenities
Free Wi-Fi, Outlets, Whiteboard

Information
[<< Go Back](#)

Selected Date
October 25 2023

Available slots

10:00 am	10:30 am	11:00 am	11:30 am	12:00 pm
12:30 pm	1:00 pm	1:30 pm	2:00 pm	2:30 pm
3:00 pm	3:30 pm	4:00 pm	4:30 pm	5:00 pm
5:30 pm	6:00 pm	6:30 pm	7:00 pm	7:30 pm

⌚ 60 minutes
 📍 LeClaire Community Library
 📅 02:00pm - 03:00pm, Wednesday, October 25, 2023
 🌐 Central Time

Book

- Enter your information in the fields below including one valid way of contacting you. If you don't have a good phone number to provide, you can fill in random numbers, and if you don't have an email to provide, you can put in none@none.com. Make sure you give an accurate count of how many people (including you) will be using the room.

Booking details

- 60 minutes
- LeClaire Community Library
- 02:00pm - 03:00pm , Wednesday, October 25, 2023
- Central Time

Enter Details

Full Name *

Email

Contact Phone *

Attendees *

By booking this room, you agree to the meeting room policy found here: [Terms](#)

- If you're not familiar with our policy, please make sure to click on the blue word "Terms" and read through our 1 ½ page meeting room policy before checking the box and clicking "Request Booking."

Booking details

- 60 minutes
- LeClaire Community Library
- 02:00pm - 03:00pm , Wednesday, October 25, 2023
- Central Time

Enter Details

Full Name *

Email

Contact Phone *

Attendees *

By booking this room, you agree to the meeting room policy found here: [Terms](#)

- Once you've clicked "Request booking" you'll see a confirmation screen with another link to read our meeting room policy. Note – this doesn't mean your booking is approved yet. If you've entered an email address you'll get a confirmation email with the details of your request.



Study Room 2

Room Capacity
4

Room Amenities
Free Wi-Fi, Outlets, Whiteboard

Information

[<< Go Back](#)

We have received your booking request.

Great! Your submission has been received.

Expect an email soon regarding the approval of your request.

Meeting Room Policy : [Policy](#)

Space Requested - Pending Approval



WhoFi Meeting Room Booking

To: LIB

[Reply](#) [Reply all](#) [Forward](#) [...](#)

Wed 10/25/2023 10:59 AM



This is an automated email letting you know that a booking is made for the following space:

Study Room 2 : 02:00 pm - 03:00 pm Wednesday, October 25th, 2023

Patron Summary:

Email: Cdewit@leclaireiowa.gov

Phone: 5632896007

Total attendees: 1

Login to your WhoFi account to manage this booking. Do not reply to this email.

Please note that we will also send a reminder email to the patron 24 hours before the booking date.

[Reply](#) [Reply all](#) [Forward](#)

- We will be notified when you've put in your booking and review your submission. If we have any clarifying questions, we may get in touch with you before approving your booking.
- When your booking is approved or denied, you'll receive a second notification letting you know. Make sure to check your junk/spam folder in case it's sent there. Then all you have to do is come on the day and time and let us know you've arrived!



LeClaire Community Library Room Registration <library@leclaireiowa.gov> via amazonses.com

To: @ Callen DeWit



Reply

Reply all

Forward



Wed 10/25/2023 11:09 AM



Hello,

Your booking at LeClaire Community Library for the Study Room 2 has been approved. Thank you for booking a space at the library. This is an automated email.

Space:

Study Room 2

2:00 pm-3:00 pm

Wednesday, October 25th, 2023

Form Answers:

Name: Callen DeWit

Email: cdewit@leclaireiowa.gov

Phone: 5632896007

Attendees: 1

Instructions:

Please make sure to leave the tables and chairs in their original configuration when you leave. Note: as in the rest of the library, only covered drinks are allowed.

If you have any questions or changes, please contact the library. Do not reply to this email. Please expect an automated reminder email 24 hours before your booking.

Click [here](#) to view the Meeting Room's policy.

Change of plans? To cancel this booking visit <https://leclaire-ia.whofi.com/spaces/bookings/cancel/OTMveFJvejlYeHNncDBxYzJTNklBcDJ2WHFNzRENG1YdEVZUIZPMnNQWddYVURUM1FKV3crRmc5cnM5TEJqS19DeTV3Yjh5aFExVFk3TTUxTGJZZ2VRPT0=>

Thank you for being a valued LeClaire Community Library patron